



Job Description

Section 1 - Description

Job Title: Policy and Communications Officer – Obesity Action Scotland

Salary: Grade 4 - £29,913 - 35 hours per week 1.0 FTE

Location: Hybrid working arrangement. Royal College of Physicians & Surgeons of Glasgow, St Vincent Street, Glasgow and home working

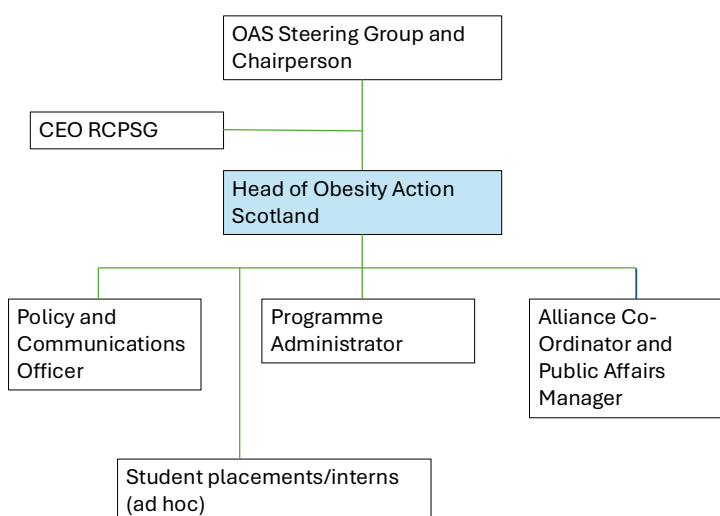
Reports to: Head of Obesity Action Scotland

Date: November 2025

Job Purpose

Reporting to the Head of Obesity Action Scotland (OAS), the Policy and Communications Officer will be responsible for the implementation and delivery of research *reviews*, reports and digital communications that support the objectives of Obesity Action Scotland. Obesity Action Scotland is a national advocacy organisation concerned with preventing overweight and obesity through improved diet and food environments. Obesity Action Scotland is hosted and supported by the Royal College of Physicians and Surgeons of Glasgow. The Policy and Communications Officer will be actively involved in the analysis, interpretation and preparation of research and policy papers, production of evidence-based briefings and materials, and engagement with key stakeholders. The postholder will co-ordinate the communications activity of Obesity Action Scotland through digital media.

Organisation chart



Main Responsibilities and Role

The key activities within this post include:

- Gather, analyse and interpret research on obesity, its causes and consequences
- Present research and data in briefings, reports, blogs, presentations and infographics and support development and delivery of policy statements and key messaging
- Develop, co-ordinate content and monitor performance of digital communications including our website and social media platforms
- Plan, co-ordinate and schedule content for public affairs campaigns, including those with partnership organisations, across multiple channels
- Ensure all external communications align with OAS's standards on reducing weight stigma
- Attend and inform decisions at relevant coalition and partner meetings

Core Competencies

- Knowledge generation and management: excellent research and data analysis skills
- Communicating: excellent communication skills, oral and written, with wide-ranging audiences
- Experience of content creation for digital communications platforms and designing and monitoring campaign content
- Experience of producing high quality written outputs in a range of formats for a variety of different audiences,
- Planning and Organising: a dynamic and varying workload will require the postholder to be able to meet deadlines and adapt workloads to meet varying priorities
- Motivated: ability to initiate and complete tasks
- Teamwork: ability to work as part of a small team, sharing key skills and knowledge
- Astute: demonstrable ability to employ considered and astute decision making when creating communications content and in stakeholder engagements
- Inclusive: ability to recognise sensitive subject matter and use language that is appropriate and fosters a supportive environment for OAS's audience

General Responsibilities

- Deliver high quality work that protects and enhances OAS's reputation as an evidence-based organisation
- Support Head of OAS and public affairs manager in effective media and public engagement
- Co-ordinate and advise on communication strategies, and monitor the performance of digital media channels
- Participate in the setting of team objectives and lead on the planning and implementation of digital communication objectives
- Manage and prioritise workload and ensure that deadlines are met
- Maintain positive and constructive working relationships with all members of the staff team and ensure that all staff are kept up to date with relevant issues and developments
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day to day observance of data protection guidelines
- Adhere to all internal and external policies, procedures and contribute constructively, as required, to their ongoing development
- If required, work outside normal working hours for which time off in lieu (TOIL) will be given
- Have regard for your own personal health and safety and that of those around you

Knowledge, Experience and Skill Set Required

Essential

- Educated to degree level or equivalent in relevant subject
- An understanding of public health and health inequalities
- Demonstrable experience of researching and analysing data and evidence
- An understanding of policy environments
- Excellent oral and written communication skills
- Ability to present information in an effective and engaging manner
- Experience managing and generating engaging digital media content
- Ability to manage multiple projects on tight deadlines
- Ability to initiate and complete tasks with minimum supervision, seeking input from others as required
- Experience working within a team
- Ability to recognise sensitive subject matter and use language that is appropriate and fosters a supportive environment for OAS's audience
- Reliable and willing to support a range of projects and tasks as required
- Discretion, Sensitivity, Professionalism

Desirable

- Understanding of the relationship between determinants of health, food and drink, nutrition and obesity prevention
- Understanding of political contexts and the workings of Scottish Parliament, Scottish Government, and UK Government
- Ability to write and tailor content for a range of different audiences
- Proof reading skills
- Experience in use of digital engagement analytics
- Experience of identifying and designing engaging visual content on platforms such as Canva
- Ability to forward plan to ensure shifting deadlines are met and new opportunities captured